

## Checklist for setting up a Windows computer at SFU:

- Networking    System Updates    Program Installation    Security    Email/Gmail    Backup  
 Printing    Document Transfer    Downloads    Proxy    Tabbed Browsing    Calendaring

Go to Users and Add Passwords. People should work under a non-administrative (limited) account. Most software installs and updates can be run from the working account by right clicking on the setup file and authenticating with the Administrative user name and password. Occasionally a user will need to log out and into the admin account.

Administrator account:      Username: \_\_\_\_\_ Password Hint: \_\_\_\_\_  
Working account:            Username: \_\_\_\_\_ Password Hint: \_\_\_\_\_

- Administrator Password put in at startup \_\_\_\_\_  
( If requested I will set up a Departmental administrator account)

**Networking:** SFU uses the default networking setup- (DHCP/ 'Obtain an IP address Automatically'). If you need a set hostname (e.g., for a server or networked printer) email [bio-computing@sfu.ca](mailto:bio-computing@sfu.ca) or see me. For wireless, setup Eduroam or SFUNET-SECURE (see website), so you don't have to enter passwords.

**Programs:** Many users will want Google Earth, Eudora, Gmail. McAfee is \$10 (valid until March 2011)

Use *Files and Settings Transfer Wizard*, router & ethernet cables to transfer settings and documents.

Remove any trial anti-virus etc, then Install:

<input type="checkbox"/> McAfee Anti-virus (update, then right click shield, Console- <b>check 8 unwanted programs</b> )	<input type="checkbox"/> Google Software Pack (Do Custom install- do not install Norton etc). May slow older computers.
<input type="checkbox"/> Microsoft Office 2007 or 2010 (free if on payroll)	<input type="checkbox"/> SFU Connect / Mailgate (for other email programs)
<input type="checkbox"/> Do system and Office Updates via Microsoft Updates (this requires several restarts)-	<input type="checkbox"/> Quicktime/iTunes <input type="checkbox"/> Sunbird Calendar
<input type="checkbox"/> Change auto-updates to a time computer is awake	<input type="checkbox"/> NotePad ++, Crimson Editor (text editors)
<input type="checkbox"/> PDFcreator (opensource). CutePDF (Free)	<input type="checkbox"/> Backup- mozy.com, webdav, SFUConnect briefcase
i. *Adobe Acrobat Reader	<input type="checkbox"/> Google Earth <input type="checkbox"/> irfanview (image editor)
ii. *RealPlayer	<input type="checkbox"/> Students only can use AVAST or AVG
iii. *Firefox ( <input type="checkbox"/> Bookmarks, <input type="checkbox"/> Zotero)	<input type="checkbox"/> Shockwave/Flash

(\*Installed via Google Software Pack)       \_\_\_\_\_ Password Protect BIOS /  No CD/Floppy Startup  
Free AVG/AVAST etc cannot be installed on SFU/Faculty/Lab systems, but should be okay on student owned computers.

Need:  **Surge Protector**    **new Ethernet Cable**  

**Printing:** Generally you do not need extra software- try connecting the printer before installing.

**Calendaring:** Sunbird, Google Calendar are good options for keeping track of schedule and things to do.

**Tabbed browsing:** Firefox-Hold down ctrl key when clicking on link. Great for searches.

**Backup Options:** email, dropbox, webdav, Mozy, ftp://user@ftp.sfu.ca Backup important documents, bookmarks, addresses. Test your backup! (Carefully- don't wipe out current documents with old backup restore).

**Start Menu:** Drag rarely used items into the 'Accessories' submenu. Right click to sort alphabetically.

**Proxy:** Normally you can log into journals via the SFU library. Alternatively, for accessing SFU limited sites from off campus. (e.g. Journals) proxy.sfu.ca port 8080. Firefox:Preferences, General, Connections Settings. IE: <http://support.microsoft.com/?kbid=135982>

For more information (eg printing to photocopiers, campus licensed software) see <http://www.biology.sfu.ca/research/facilities/computer/help>

Updated 2010. Please send suggestions to Dave Carmean ([bio-computing@sfu.ca](mailto:bio-computing@sfu.ca)). Peer to Peer (Gnutella/Limewire Kazaa) is restricted at SFU.